

STATE HISTORICAL RECORDS ADVISORY BOARD

The State Historical Records Advisory Board (SHRAB) met on March 16, 2004 at 1:00 p.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Richard Belding, Coordinator; Barbara Teague, Deputy Coordinator; Mary Margaret Bell, Jefferson County Public Schools (JCPS); Kent Whitworth, Kentucky Historical Society (KHS); and Mary Winter (KHS). Also present was Connie Renfroe, Public Records Division Secretary. Not present was Dr. Yvonne Baldwin, Morehead State University (MSU); Rebecca Ryder, University of Kentucky (UK); Sue Lynn Stone, Western Kentucky University (WKU); Dr. William Mulligan, Murray State University (Murray SU); and Dr. James Greene, Harlan Independent Schools.

The minutes of November 13, 2003 were reviewed. Whitworth motioned to accept the minutes, seconded by Bell. Motion carried.

Teague gave an update on the meeting of the Archives Week Coordinating Committee, which was held prior to the SHRAB meeting. Archives Week in Kentucky is scheduled for October 10-16, 2004. An announcement about Archives Week will be sent to KCA members, the public library list serve, etc. Bell gave a report of the Awards Committee. A meritorious award was given in 2002 to Dr. Thomas D. Clark and thereafter named the Thomas D. Clark Award. In 2003, the Thomas D. Clark Award was presented to Dr. Lowell Harrison, retired professor at WKU. The Clark Award will not necessarily be presented annually, but only when the committee feels it is justified. This year, in addition, the Award Committee has agreed to present award certificates of recognition for achievement to institutions, programs, or people for: writing or other productions; teaching at all levels; notable service to or advocacy and support for Archives in Kentucky by a private citizen; and notable service to or advocacy and support for Archives in Kentucky by a public official. Solicitations for nominations have been sent to college and university history departments, and to publications and newsletters at the Filson Club, KCA, KHS, Kentucky Association of Teachers of

History (KATH), Kentucky Council of Social Studies (KCSS), etc. The solicitation notice has also been posted on the Archives Week website. As of today, there had not been any responses. Winter, chair of the Poster Committee, gave an update. The theme for Archives Week is "Discover Kentucky's Archives." Winter and Gretchen Haney of KHS are designing the poster around this theme. The poster will be distributed to KCA, the Historical Confederation of Kentucky (HCK), public libraries, universities, etc. Estimates for printing 500 colored copies of an 11" X 17" poster have not been received. Plans are to have the poster printed by July, 2004 and distributed to repositories. The poster will be accessible online in a pdf format that can be printed as needed or reformatted for use in other publicity items. Teague said that plans were being made to provide model resolutions to local governments. A step sheet will also be available on the web site with information on how to contact a radio station, how to host an open house, etc. Further discussion was held. Plans are also being made to do more with public radio and local access television stations, to do interviews to promote Archives Week. Teague mentioned that there were two new members on the Archives Week Coordinating Committee, Lauren Keller and Beth Seiter, who are graduate students who also work at the University of Kentucky Library. Teague noted they replaced Nancy DeMarcus of UK, and commended DeMarcus for her service.

The next scheduled meeting date for SHRAB is May 12, 2004. The Archives Week Committee will meet that same day, prior to the SHRAB meeting.

The Board discussed the SHRAB pre-review process. The Board enacted a procedure to have a subset of the Board review the proposals prior to their submission to NHPRC. In that way, the Board would be more helpful to the applicant initially and could help strengthen proposals before they were received by NHPRC or the Board in final form. KHS and Berea College were the first proposals received and revised under this procedure. In the wake of that process, some questions arose. These included the following: 1) timely final

Board review and response to the applicant and to NHPRC about the Board's evaluation; 2) the need to ensure that all of the Board members submit final evaluations of assessment; and 3) the need to ensure that a Board member who is from an applicant institution has an opportunity to participate in the discussion or respond to questions apart from voting on the application. Belding suggested that there be two stages of discussion, one where the Board member of the applicant institution is present and one where the other Board members alone have further discussion and vote. Belding spoke with Dick Cameron, assistant director of State Programs at NHPRC, about procedures and timetable. NHPRC is in the process of moving towards an all electronic submission, which makes it critical that SHRAB examine its own review procedures and timetable. There is a need to schedule an earlier pre-review to assist applicants. The entire application packet also needs to be included when it is submitted for pre-review. This will enable the review group to provide candid advice on the complete package. Another need is to schedule Board meeting dates to occur within one week of the official submission date to NHPRC. That would be followed with full completion of Board evaluations for submission to NHPRC by no later than two weeks after that. An earlier pre-review period, with the full Board review within a week of the official submission date to NHPRC, should solve some of the timing problem. Discussion was held. In previous years, it was the tendency of the Board to approve and forward all Kentucky applications to NHPRC and to try to make a case for the application in the Board review. NHPRC was critical of many Boards for doing this, and because of that, it is essential that a pre-review process be followed to create the strongest proposal possible. Belding suggested drafting a preview process step sheet and a time table and circulating that to members before the next meeting. Board members suggestions should be returned in time to write a final draft before the next meeting. Whitworth inquired about training for Board members. Belding said he would touch base with NHPRC to check on training. There is an updated manual that is currently in the works, which NHPRC is producing for distribution to Board members.

